



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND ISURANCE  
**HOME IMPROVEMENT COMMISSION**  
500 JAMES ROBERTSON PARKWAY, SUITE 110  
NASHVILLE, TENNESSEE 37243-1150  
(615) 532-3993 or (800) 544-7693  
FAX - (615) 532-2868

## **INSTRUCTIONS**

Thank you for your interest in becoming licensed as a home improvement contractor. Please read these instructions carefully before completing the attached "*Home Improvement License Application*". Please be sure to read the "Home Improvement License Law and Rules and Regulations" regarding advertising and preparing contracts!

### **NO EXAMINATION REQUIRED**

Your application CANNOT be considered until all questions have been fully answered and all requested information has been provided.

- **Application fee of \$150.00 check or money order (do not mail cash)**
- **Attach an original proof of financial responsibility (COPIES ARE NOT ACCEPTABLE) in the amount of \$10,000 in ONE of the following forms. The license is issued in the name of the company or individual as on the bond. (Please note, an additional permit bond may be required by your local codes office.)**
  - ☆ **Surety Bond with written Power of Attorney attached, or**  
(Attached is a blank form to take to your insurance company; contractor must sign as "Principal" and make sure bond number is entered)
  - ☆ **Cash Bond; or**  
(No sample form available; refer to Rule 0765-2.01 and check with your bank)
  - ☆ **Property Bond; or**  
(No sample form available; refer to Rule 0765-2.01 and contact your attorney)
  - ☆ **Irrevocable Letter of Credit**  
(See attached sample form)

### **FELONY CONVICTION**

If you have been convicted of a felony or misdemeanor in any jurisdiction in Tennessee or another state, you must attach a statement regarding details of the conviction, and provide the relevant documentation including the charging document, the disposition and proof of any sentence or court ordered probation. The Home Improvement Commission must approve these applications at regular scheduled meetings.

### **LICENSE ISSUANCE**

If all information is submitted correctly, a license will issued and you should receive in the mail within three weeks or less. Please display your license in a noticeable place at your business location and list your license I.D. number in advertisements. Renew license annually; license cannot be renewed if expired in excess of 90 days. **License is considered invalid upon bond cancellation.** This license is for projects from \$3,000 to less than \$25,000. Lead abatement remodelers are required to be certified through the Department of Environment and Conservation.



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TELEPHONE: (615) 532-3993 or (615) 532-3994 or  
800-544-7693 / FAX: (615) 532-2868  
www.state.tn.us/commerce/boards/contractors

**HOME IMPROVEMENT LICENSE APPLICATION**  
**\$150.00 – FEE**

**NAME TO APPEAR ON LICENSE:**

\_\_\_\_\_  
(Name should be the same as listed on bond)

ADDRESS: \_\_\_\_\_  
(If listing a P.O. Box, include physical address)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

OWNER/INDIVIDUAL IN CHARGE: \_\_\_\_\_

Social Security No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_ Sole Proprietor \_\_\_\_ \*Partnership \_\_\_\_ \*Corporation \_\_\_\_ \*LLC \_\_\_\_ Other

**If this is a Partnership, LLC or Corporation, please list names of officers or partners:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

***The following information is being requested in accordance with T.C.A. 62-37-108. Please answer on behalf of all owners:***


1. \_\_\_\_ Yes \_\_\_\_ No Have you ever been denied a Home Improvement license?
2. \_\_\_\_ Yes \_\_\_\_ No Have you ever, or an officer or partner, associated with this business had a license suspended or revoked in any state or been associated with any business which has had such a license denied, suspended or revoked?
3. \_\_\_\_ Yes \_\_\_\_ No Have you or anyone associated with this business, ever been convicted of a felony? (If yes, please submit documents showing probation release).
4. \_\_\_\_ Yes \_\_\_\_ No Have you ever or do you now own any interest in any licensed home improvement contracting business?  
If yes, license ID# \_\_\_\_\_.
5. \_\_\_\_ Yes \_\_\_\_ No Have you ever been employed by a licensed home improvement contractor? If yes, license ID# \_\_\_\_\_.
6. \_\_\_\_ Yes \_\_\_\_ No Do you presently, or in the past five (5) years prior to the date of this application, had judgments(s) rendered against you in actions arising out of the field of home improvement or other construction work?
7. \_\_\_\_ Yes \_\_\_\_ No Are you involved in pending litigation arising out of the home improvement or other construction work?
8. \_\_\_\_ Yes \_\_\_\_ No Do you currently have complaints with the Home Improvement Commission?

Continued ➞

1. \_\_\_\_Yes \_\_\_\_No Is your company, partnership or corporation self insured?
2. \_\_\_\_Yes \_\_\_\_No Do you carry general liability insurance? If yes, list the Insurance Company:\_\_\_\_\_
3. \_\_\_\_Yes \_\_\_\_No Do you have one or more full time employees. If yes, you must provide proof of Workmen's Compensation coverage. (Attach a copy of the insurance policy or copy of certification of insurance)

(Please list two references)

Describe type of home improvement work: \_\_\_\_\_

 \_\_\_\_\_ **Signature**
                         
 \_\_\_\_\_ **Print Name**
                         
 \_\_\_\_\_ **Date**

1. \_\_\_\_\_ Answer all questions, attach explanation (such as, details of conviction, court orders, etc.,) to anything answered **“YES”** on questions 1 - 8, attach insurance and sign above.
2. \_\_\_\_\_ Attach original proof of financial responsibility in the amount of **\$10,000**, such as: Surety Bond with written Power of Attorney; **or** Cash Bond; **or** Property Bond; **or** “Irrevocable Letter of Credit”. *(Note: We do not have sample forms for “property bonds” as these would have to be provided by your attorney).*
3. \_\_\_\_\_ If submitting a “Surety Bond,” contractor must sign as the **“Principal”** and the insurance company must enter a **bond number** *(license issued in name as bonded).*
4. \_\_\_\_\_ Enclose check for **\*\$150.00** application fee, made payable to “Home Improvement Commission” and mail to 500 James Robertson Pkwy., Suite 110 - Davy Crockett Tower, Nashville, TN 37243-1140, after signing you have read the law and rules.

**Note: If for any reason your \$10,000 surety bond is canceled, your license is considered invalid. Your license will expire after one year from the date of issuance, at which time a renewal will be sent to the address on file.**



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
HOME IMPROVEMENT COMMISSION  
500 James Robertson Pkwy., Suite 110  
Nashville, TN 37243-1140  
(615) 532-3994

**TENNESSEE HOME IMPROVEMENT CONTRACTOR'S SURETY BOND**

**Bond #** \_\_\_\_\_

BE IT KNOWN, that we \_\_\_\_\_  
(Name as to be on License)

of \_\_\_\_\_,  
(Mailing and Physical Address)

as principal, and \_\_\_\_\_  
(Name of Surety Company)

as surety, are held and firmly bound unto the State of Tennessee, for the benefit of all owners, as defined by *Tennessee Code Annotated*, Title 62, Chapter 37, Section 6(3), undertaken by the principal in the full and just sum of ten thousand dollars (\$10,000.00) for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden principal has applied to the Tennessee Home Improvement Commission for a license as a Home Improvement Contractor; and

WHEREAS, under the provisions of Title 62, chapter 37, Section 10(j) of Tennessee Code Annotated, and as amended, the principal is required to file this bond in order to obtain said license.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, if the above bounden principal shall comply in all respects with Title 62, Chapter 37, Sections 2 through 28 of Tennessee Code Annotated, and the regulations promulgated thereto, then this obligation shall be void otherwise to remain in full force and effect.

PROVIDED, HOWEVER, this bond may not be construed to require the surety to be responsible for the completion of any home improvement contract entered into by the principal on this bond.

PROVIDED, FURTHER, this bond may not be construed to require the surety to be responsible for damages arising from any breach of a home improvement contract, if such contract was entered into after the inactivation, expiration or revocation of the contractor's license.

This bond shall become effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and shall be continuous; however, each annual renewal period or portion thereof shall constitute a new bond term. Regardless of the number of years this bond may remain in force, the liability of the surety SHALL not be cumulative, and the aggregate liability of the surety for any and all claims, suit or action under this bond shall not exceed the sum of \$10,000.00. The surety may cancel this bond by giving thirty (30) days notice to the Tennessee Home Improvement Commission and principal by certified mail of such cancellation, it being understood that surety shall not be relieved of liability that may have accrued under this bond prior to the date of cancellation.

**Witness our hands and official seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
NAME OF COMPANY (As to be Licensed)

\_\_\_\_\_  
NAME OF SURETY

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL (Contractor)

\_\_\_\_\_  
ADDRESS OF SURETY

DATE: \_\_\_\_\_

\_\_\_\_\_  
NAME OF SURETY AGENT

(SEAL)

\_\_\_\_\_  
SIGNATURE OF SURETY AGENT

\_\_\_\_\_  
ADDRESS OF SURETY AGENT

THIS BOND IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF TITLE 62, CHAPTER 37; OF *TENNESSEE CODE ANNOTATED*. SHOULD THERE BE ANY CONFLICT WITH THE TERMS THEREOF, AND THE STATUTE, THE STATUTE OR REGULATION SHALL PREVAIL. (POWER OF ATTORNEY FROM AN APPROVED INSURANCE COMPANY MUST BE ATTACHED.)

**SAMPLE - IRREVOCABLE LETTER OF CREDIT**  
(This form MAY be supplied in lieu of the \$10,000 Surety Bond)

State of Tennessee  
Home Improvement Commission  
500 James Robertson Pkwy., Suite 110  
Nashville, TN 37243-1140

**RE: Irrevocable Letter of Credit No.** \_\_\_\_\_  
**Effective Date:** \_\_\_\_\_  
**Expiration Date:** \_\_\_\_\_

Commission:

You have requested of (Name of Lending Institution) that we establish an irrevocable letter of credit which will remain available to (Applicant) for use in conducting home improvement residential remodeling business for which a license is being sought from the Tennessee Home Improvement Commission.

We hereby establish an irrevocable letter of credit for these purposes in the amount of (Dollar Amount) which will be maintained for a period of one year from the date of license issuance, subject to no adverse change in your financial condition.

As a condition of this arrangement, it is our understanding you will inform us and the Tennessee Home Improvement Commission of any significant changes in your financial condition during the term of this commitment.

(Name of Lending Institution) may cancel this letter of credit by giving thirty (30) days written notice to the Tennessee Home Improvement Commission and licensee by certified mail, of such cancellation, it being understood that the lender shall not be relieved of liability that may have accrued under this letter of credit prior to the date of cancellation and that claims which arise during the effective period may be filed up to one year after this letter of credit expires.

Except so far as otherwise stated, this documentary credit is subject to the "Uniform Customs and Practice for Documentary Credits" fixed by the International Chamber of Commerce applicable at the date of this letter.

Yours truly,

\_\_\_\_\_  
(Bank Officer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Lending Institution)